



## NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> Air Traffic Control Specialist (Terminal) D1799000 2 Positions PSN #: 0087349734 & 0087349834 1C100, 1C171, 1C191  <b>LIMITED 3 YEAR TOUR</b> <b>***MUST SIGN STATEMENT OF UNDERSTANDING</b>	<b>RANK/GRADE:</b>  NTE SSgt/E-5	<input type="checkbox"/> NATIONWIDE <input checked="" type="checkbox"/> NCANG MEMBERS ONLY <input type="checkbox"/> ON BOARD AGR ONLY	<b>ANNOUNCEMENT #:</b>  <b>ANG-AGR 2014-07</b>
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**UNIT, LOCATION, POC:**

**235<sup>th</sup> ATCS, New London, NC**

**POC: Capt Jeffrey Kipp [jeffrey.kipp@ang.af.mil](mailto:jeffrey.kipp@ang.af.mil)**

**704.422.2588 DSN: 484.2588**

**OPENS: 18 April 2014 CLOSES: 19 May 2014**

**DUTIES AND RESPONSIBILITIES:** Performs air traffic control duties in the control tower and radar facility. Directs movement of aircraft in flight and on the ground by utilizing pilot and controller reports, visual observation, and/or tower and radar facility radar displays, or a combination of methods and in close coordination with other controllers. Under restrictive time and space limitations, formulates and issues ATC clearances and instructions to provide for the required separation and or sequencing of all IFR, SVFR, and VFR traffic within delegated airspace. Adjusts aircraft flight paths, assigns arrival and departure routes to various types of aircraft, arrival and departure runways, adjusts speed, and issues altitude assignments to accompany multiple types and performance level of civilian and military aircraft to affect separation and expeditious traffic flow as prescribed in FAAO 7110.65. Provides assistance to both experienced professional and inexperienced student pilots within the airspace and ensures expeditious traffic flows are maintained. Provides mandatory additional services and assistance to aircraft to include those experiencing in-flight emergencies, hijacking and unlawful seizure, pilot disorientation, and to those aircraft otherwise experiencing distress during flight. Participates in a host of Transportation Security Agency (TSA) and FAA mandated homeland security procedures and implements Federal and local guidance and direction for aircraft operations within terminal areas. Formulates and issues IFR and SVFR clearances and VFR advisory information. Formulates and issue all ground movement clearances to aircraft on the ground, vehicular, and personnel operating on the movement areas and runways. Coordinate Notices to Airman (NOTAM) actions and airfield advisories in order to provide information to all users of appropriate airports and ATCALS facility. Operates, trains, and provides preventative maintenance on a host of automated communications and display hardware and software systems that are integral and vital to the operation of the air traffic control facility. Types of systems include but are not limited to; Enhanced Terminal Voice Switch (ETVS), Digital Bright Radar Indicator Tower Equipment (DBRITE), Digital Voice Recording System (DVRS), Data Transmission Network (DTN), Digital Mapper, DoD Advanced Automation System (DAAS), Digital Airport Surveillance Radar (DASR) System, Standard Automated Replacement Radar System (STARS), Information Data Systems (IDS), Automated Terminal Information Service (ATIS), Control Tower Simulator System (CTSS), Air Traffic Control Training Device (ATCTD), Automated Weather Observing System (AWOS), and Automated Surface Observation Systems (ASOS). Ensures all equipment is accurately aligned and within the required standards, while operating at peak efficiency by all controllers. Maintains communications with aircraft and adjacent facilities to transmit and receive instructions and information relative to flight. Determines when backup or alternate communications are required and places same in operation as appropriate. Investigates possible equipment outages, and issues appropriate advisories to aircraft. Ensures adjacent facilities and aircraft operators are advised of additional support requirements during equipment outages. Provides training on systems to ensure controllers understand and apply correct equipment system operations. Serves as a watch supervisor or senior controller in the ATC facility. Provides direction to all controllers in the safe, orderly and expeditious flow of air and ground aircraft and vehicle traffic. Issues and withdraws approval for facility ATC services based on traffic, workload, controller training, equipment capability, and training workload. Manages controllers on a shift to include position assignment, appointments, unexpected absences, leave scheduling, and shift overlap. Documents training progression/lack of progression and writes and reviews periodic reports of training for all qualification, review, recurring, and proficiency training requirements. Documents controller performance and adherence to military and civilian standards on Enlisted Performance Reports (EPRs). In concert with the Air Traffic Manager, routinely coordinates essential information on daily flying, ground movement, and general ATC issues with the Wing Supervisor of Flying (SOF),

Operations and Group Commander(s), Civilian and Military Airport Managers, transient military DoD pilots, civilian Air Carrier Dispatch Centers, and other interested and required agencies. Conducts and directs aircraft mishap and hazardous air traffic systems reporting. Serves as the focal point on the airfield for ground or airborne aircraft mishaps, system reports on hazardous air traffic activities, and ATC and pilot incident inquiries. Ensures accurate and timely reports to agencies or various local, state, and Federal departments having oversight responsibility. Conducts and performs weather-related functions as part of the National Weather System. Performs normal and special surface weather observations in a timely manner. Provides accurate documentation and disseminates observations to adjacent ATC facilities, aircraft, and weather personnel, in accordance with National Weather Service (NWS), FAA, DoD, and local facility directives. Evaluates weather reports from automated (ASOS, AWADS, IDS, etc,) or other sources (i.e. Pilot Reports) and ensures weather information is accurate, specific, and timely. Modifies, corrects, or augments as appropriate for official weather reporting. Provides dissemination of weather warnings, Center Weather Advisories (CWA), Significant Meteorological Information (SIGMET), or Meteorological Information (MET) watch advisories. Requests, records, and disseminates Pilot Reports (PIREPS) as mandated by FAA and NWS directives. Provides comprehensive on-the-job training for Air Force and Air National Guard personnel in accordance with Air Force, Air National Guard, FAA, and local policies and directives. Uses technical expertise and judgment for air traffic control procedures and provides hands-on training to trainee personnel using automated or formal classroom instructions. Ensures comprehensive training documentation is accomplished to accurately portray trainee status and capabilities. Ensures, USAF, ANG, and FAA computer based instruction programs are installed, maintained, and utilized by trainee and qualified controllers as required on a monthly basis. Utilizes computer based testing and data tracking software and analyzes data to provide effective recurring, review, and proficiency training on crew. Implements changes to local training systems, as directed, and constantly evaluates those changed systems to reduce overall facility training resource use. As required, attends regular training meetings with ATC staff to provide input and expertise in revising ATC Training Programs. Utilizes guidelines consisting of USAF, ANG, FAA regulations and policies, locally established policies, procedures, agreements and directives; training software, and manufacturer's manuals/instructions. Determines applicability, adapts guidelines as necessary, and researches additional options. Selects appropriate techniques for accomplishing required assignments and interprets regulations and policy documents to meet ANG mission objects. Exhibits a high degree of autonomy when implementing controller decisions not specifically covered by directives or regulations. Contacts civilian or military individuals or groups from inside and outside the employing agency in a variety of functions, as well as technical personnel employed by contractors and state ANG officials. Develops and maintains close contacts and professional relationships throughout the USAF, ANG, FAA and private industry. Contacts vary according to the nature of the problem involved and require the employee to ensure that the officials contacted have the authority and responsibility to resolve the problems in questions. The purpose of contacts is to plan or coordinate work efforts, or to advise on or solve technical problems. Coordinates with other individuals, groups, and agencies to acquire and provide technical information, advice, and assistance related to issues involving air traffic control, delegated airspace, training procedures, or certification processes. Influences and persuades others to actively and aggressively contribute to development of prompt and lasting resolution of problems impacting on the readiness of the local air traffic control operation. Performs other duties as assigned.

**QUALIFICATIONS:** Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: : ATC principles and procedures; flight characteristics of aircraft; International Civil Aviation Organization and United States federal and military air directives; use of aeronautical charts, maps, and publications; interpretation, use, and limitations of ATC radar; use of ATC communications systems and navigational aids; and fundamentals of meteorology. United States Air Force certification as an ATC specialist satisfies these requirements. Not a part of the certification requirements, knowledge is also mandatory of principles of organization, purpose, operation, and management of ATC facilities. Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: Must maintain Ground Based Aircraft Controller Medical Standards according to AFI 48-123, *Medical Examinations and Standards*. For performance of ATC duties, possession of a Federal Aviation Administration ATC Specialist Certificate. Must maintain certifications according to AFI 13-204v3, *Airfield Operations Procedures and Programs*. Ability to speak English clearly and distinctly as demonstrated by the Reading Aloud Test (RAT). Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1C1X1 and 1C100, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*. **NOTE:** Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501. For award and retention of AFSCs 1C151/71/91/00, must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.

**NOTE: Military Grade Inversion:** The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

**Member must remain in the position to which initially assigned for a minimum of 24 months.**

Application Packages must include the following:

- (1) NGB Form 34-1 (dated 11 Nov 2013)
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package
- (4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECD.
- (5) Dental Classification: 1 or 2 (Obtain SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Submit as one attachment.

PLEASE READ DISCLAIMER: Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

EMAIL APPLICATIONS TO: [145fss.fulltimejobapplications@ang.af.mil](mailto:145fss.fulltimejobapplications@ang.af.mil) Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.